



## City of Austin - JOB DESCRIPTION



### Assistant City Manager Executive Secretary

|                    |                     |                      |                 |
|--------------------|---------------------|----------------------|-----------------|
| <b>FLSA:</b>       | Standard/Non-Exempt | <b>EEO Category:</b> | (60) Admin/Supp |
| <b>Class Code:</b> | 10787               | <b>Salary Grade:</b> | BA0             |
| <b>Approved:</b>   | October 24, 1997    | <b>Last Revised:</b> | July 19, 2012   |

**Purpose:**

This position serves as administrative support for Assistant City Managers. The work involves constant communication with members of City of Austin departments, community leaders, and the public.

**Duties, Functions and Responsibilities:**

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Answers phones, greet visitors, and serves as point of contact in providing assistance to citizens.
2. Organizes and maintains files relating to office correspondence, reports and other pertinent data.
3. Coordinates the logistics of speaking engagements, conference calls and various types of forums for Assistant City managers.
4. Manages calendar and coordinate agenda issues with members of City Manager staff.
5. Performs administrative duties by sorting and distributing mail and answering correspondence.
6. May prepare notices or agenda for meetings, actions to correct performance deficiencies
7. Serves as point of contact in providing assistance to citizens, prepares CAFs (Citizen Action Forms) as needed.

**Responsibilities - Supervisor and/or Leadership Exercised:**

None.

**Knowledge, Skills, and Abilities:**

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of the functions and organization of municipal government, to include the relationships between departments, divisions, and agencies.

Knowledge of applicable processes, techniques and methods.

Knowledge of Federal, State and Local laws.

Knowledge of city practice, policy and procedures.

Skill in oral and written communication.

Skill in handling multiple tasks and prioritizing.

Skill in using computers and related software applications.

Skill in data analysis and problem solving.

Skill in planning and organizing.

Ability to utilize electronic scheduling system.

Ability to gather information from individuals to support the needs of staff.

Ability to work with frequent interruptions and changes in priorities.

Ability to establish and maintain good working relationships with other city employees and the public.

**Minimum Qualifications:**

Graduation from an accredited four (4) year college or university with major coursework in Business Administration, Public Administration or related field, plus three (3) years of experience in an administrative or executive secretary capacity.

Experience may substitute for the education up to the maximum of four (4) years.

**Licenses and Certifications Required:**

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.